

Graduate Council
October 23, 2009
303C DEV

Minutes were unanimously approved at the Graduate Council meeting on November 20, 2009

Faculty Present: D. Armstrong, S. Borders, A. Bostrom, D. Cannon, N. Diarrassouba, P. Jorgensen, V. Long, A. Lowen, M. Luttenton, R. Smith-Colton, M. Staves, R. Wilson

Absent: W. Boeve

Administrative Ex-Officio Present: M. Cimitile, B. Cole, I. Fountain, T. James-Heer, S. Lipnicki, J Montag, J. Stevenson

Absent: C. Bajema

Elected Students Present: A. Crosby, C. Torri

Ex-Officio Students Present: T. Jones, M. Soltis

Guest Present: K. Wildeboer

AGENDA ITEM	DISCUSSION	ACTION/DECISION
I. Call to Order	M. Luttenton called the meeting to order at 9:09 AM.	
II. Approval of Agenda		Motion: P. Jorgensen moved to approve the agenda. V. Long seconded. Motion passed unanimously.
III. Approval of Minutes		Motion: A. Bostrom moved to approve the Graduate Council minutes of September 25, 2009. V. Long seconded. Motion passed unanimously.

<p>IV. Report of the Chair-M. Luttenton</p>	<p>The adjunct faculty policy is in the University Counsel's office being prepared to go into the administrative manual. ECS reviewed the Qualifications for Faculty Engaged in Graduate Education at its meeting two weeks ago. The GC-PC is making revisions per ECS's comments. J. Stevenson noted that K. Mullendore and UAS are waiting for the grad faculty qualifications to be approved so they can put both policies in the proper place in the Faculty Handbook. The graduate faculty policy has a considerable impact on the strategic vision, to distinguish graduate faculty from others who teach undergraduates.</p>	
<p>V. Report of the Dean-J. Stevenson</p>	<p>J. Stevenson reported on the graduate dean search. He provided the Provost with a job description along with documents from peer institutions. He is now out of the process because he plans to apply for the position. On-campus interviews will probably occur in mid-February, and the graduate dean should be in place by July 1st, 2010.</p> <p>Volunteers are needed to read the Presidential Research Grants. M. Staves volunteered.</p> <p>The Graduate Dean's Citations for Academic Excellence event is on Friday, November 20; beginning at 5 PM. Nominations are due in the Grad Studies office by November 6th.</p> <p>The Winter '10 new graduate student orientation will follow the same schedule as Fall '09 with two general sessions and a resource fair in between. Programs that hold their own orientation may have theirs in conjunction with this one.</p> <p>J. Stevenson presented the PACES program to the Provost. The program is modeled after a similar program at MSU. "PACES" is Professionalism, Advancement, Communication, Engagement, and Success. This program will be offered through the graduate studies office, but will include other service units that want to offer</p>	

	programming to graduate students. The idea is to hold events throughout the year, e.g., invite speakers, have social events, and so on.	
VI. Report of the Policy Subcommittee – V. Long	V. Long reported that the GC-PC will meet next week to revise the policy on Faculty Engaged in Graduate Education. The GC-PC s working on a number other of issues and have made progress. However, much of the work is laborious because terminology used has different definitions. J. Montag will attend GC-PC meetings from now on.	
VII. Report of the Curriculum Subcommittee – M. Staves	<p>Certificate Programs - The GC-CC will meet next Friday. Some items on the agenda include evaluating the certificate program in Computer Information Systems. M. Staves noted that the certificate policy allows for expedited review if no new resources are needed. The policy does not indicate what is included in an expedited review. The certificate program process on the online curriculum is not set up for graduate certificates. M. Cimitile informed the GC that the online process is being improved for prospectuses. When a prospectus is ready for a final plan, the prospectus information is automatically moved over.</p> <p>Cross-listed Courses - need to be addressed in the online system and there needs to be a policy to address them. Criminal Justice sent through a number of proposals that turned out to be dual-listed, but were not reviewed as such. Per J. Montag, dual listed courses can be tracked in Banner. It was noted that the catalog lists 500 level courses as regular graduate courses; however, they are often used as background or introductory courses. The GC created a uniform numbering policy that was approved by UCC. Any new proposals should follow the policy but whether or not existing courses should be put through a course change was questioned. M. Cimitile suggested that the policy should clarify that there is a reason behind changing the</p>	

	<p>numbers. They can put be on a fast track. Other suggestions included creating a list of programs and the course numbers they use to look for patterns. Currently, the catalog is unclear as to what 500 level courses represent, whether they are to be taken early in a graduate program or before one begins a graduate program. A special session of the Graduate Council can address this. J. Stevenson will discuss the issue with program directors to see what their individual program policies are.</p>	
<p>VIII. Report of GPSA – M. Soltis</p>	<p>GPSA plans to circulate a petition for grad student space to get a center or common area once SCB moves to a new building. The officers are looking at existing models of grad student centers/commons, and collecting data from peer institutions. They plan to invite Jon Jellema and James Moyer to a meeting and start a dialogue with them. GPSA will now have an ex-officio seat on the Student Senate. The senate has certain requirements for voting members, e.g., daytime or evening office hours in the student center, and other requirements that relate only to undergrads. Funding comes from a vote by Student Senate. It would be helpful to have a model where the funds go to a graduate student body, generated by grad student fees.</p>	
<p>IX. New Business – Certificate Programs</p>	<p>The GC continued its discussion of certificate programs. M. Staves reviewed the points to be included in an expedited review. Per M. Cimitile, there is no need for a prospectus and final plan for certificate programs. An expedited review means that the curriculum committee chair reviews and approves it. The chair might make a recommendation to the committee. The grad application includes a category for certificates. Students can be admitted to the certificate program without being admitted to the degree program. Applicants to certificate programs must meet the same admission requirements. Courses need to be offered regularly so students can finish their certificate in the 8-year time limit. J. Montag noted that the system does not track certificates with regard to the 8-year time limit. If a program is being phased out, then substitutions can be offered.</p>	

	<p>Certificates generally fulfill a need for people who might already have a master's degree or a bachelor's degree and would like an extra credential. M. Luttenton suggested that the process should include clarification that the fast track should be used to review certificates, and the policy guidelines should indicate if they require faculty, resources, and so on, as well as include a statement on how the certificate program will increase diversity at the university. Per M. Cimitile, Robert Adams is currently working on an expedited review policy for both undergraduate and graduate certificates. GC members noted that consideration should be given to the certificate's effect on the degree, who the students are taking the courses, how they are admitted, if there is a minimum, and if they are being created to compete with other colleges. Certificates can be used as a way to recruit for the degree program.</p>	
<p>X. Old Business- Proposal for Conditional/Provisional Admission</p>	<p>J. Stevenson followed up on the status of the GC's recommendation for provisional and conditional admission status. Language needs to be drafted for each.</p>	
<p>XI. Adjournment</p>		<p>Motion: D. Cannon moved to adjourn. R. Wilson seconded. Meeting adjourned at 10:46 AM.</p>